



# WASHOE COUNTY

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## STAFF REPORT

BOARD MEETING DATE: SEPTEMBER 28, 2021

**DATE:** August 19, 2021

**TO:** Board of County Commissioners

**FROM:** Trevor Lloyd, Planning Manager, Planning & Building Division,  
Community Services Department, 328-3617, [tlloyd@washoecounty.us](mailto:tlloyd@washoecounty.us)

**THROUGH:** Mojra Hauenstein, Arch., Planner, Division Director, Planning &  
Building Division, Community Services Dept., 328-3619,  
[mhauenstein@washoecounty.us](mailto:mhauenstein@washoecounty.us)

**SUBJECT:** Recommendation to set the order of alternates to represent the Washoe County Planning Commission (PC) on the Truckee Meadows Regional Planning Commission (RPC) in the event the regularly appointed PC members are unavailable to serve. The existing Washoe County Planning Commissioners serving on the Regional Planning Commission are Larry Chesney, Sarah Chvilicek and Kate Nelson. The currently proposed order of alternates is as follows: First Alternate, Francine Donshick; Second Alternate, Larry Peyton; Third Alternate, Pat Phillips; and Fourth Alternate, Michael Flick. After the Board's decision, the Planning Commission Secretary shall transmit the ordered list to the Executive Director of the Truckee Meadows Regional Planning Agency (TMRPA). (All Commission Districts.)

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### **SUMMARY**

The Board of County Commissioners (Board) is asked to set the order of alternates to represent the Planning Commission on the Regional Planning Commission.

Washoe County Strategic Objective supported by this item: Stewardship of our Regional and Community Leadership

### **PREVIOUS ACTION**

On September 7, 2021, the Planning Commission recommended for the Board's consideration the order of alternates for the Regional Planning Commission as follows: First Alternate, Francine Donshick; Second Alternate, Larry Peyton; Third Alternate, Pat Phillips; and Fourth Alternate, Michael Flick.

### **BACKGROUND**

On June 22, 2021, the Board appointed Kate Nelson to a first full term on the RPC beginning on July 1, 2021 and ending on June 30, 2024.

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On August 18, 2020, the Board reappointed Sarah Chvilicek to a second full term on the RPC beginning on July 1, 2020 and ending on June 30, 2023.

On May 28, 2019, the Board reappointed Larry Chesney to a second full term on the RPC beginning on July 1, 2019 and ending on June 30, 2022.

The currently appointed PC members on the RPC are as follows:

Name	Term
Larry Chesney	July 2019 – June 2022
Sarah Chvilicek	July 2020 – June 2023
Kate Nelson	July 2021 – June 2024

Rule 6.02(a) from the PC's adopted *Rules, Policies and Procedures* provides that alternates move up in succession to fill the gap created by an RPC appointment.

**Rule 6.02(a):**

When vacancies on the Regional Planning Commission are filled by the Washoe County Commission, unless otherwise decided by the Planning Commission, previously selected alternates will move up in succession to fill the gap created by the appointment of a Commissioner to the Regional Planning Commission. For example, if the first alternate is appointed to the Regional Planning Commission, then the second alternate moves into the first alternate position, the third alternate into the second alternate position, the fourth alternate into the third alternate position, and the fourth alternate position will be filled by remaining Commissioner.

At the September 3, 2013, Planning Commission meeting, the PC recommended that gaps in the list of alternates created by the departure of a member from the PC would be filled in one of two methods:

1. PC members will move up in the order of succession to fill the gap; and/or
2. Newly appointed PC members will move into the order, starting at the lowest alternate (e.g., move into the fourth alternate position).

Based on Rule 6.02(a) and the direction provided by the PC in September of 2013, the suggested list of RPC alternates is:

First alternate: Francine Donshick  
Second alternate: Larry Peyton  
Third alternate: Pat Phillips  
Fourth alternate: Michael Flick

Staff recommends that the Board review the list of alternates and either confirm the order recommended by the PC, or provide staff with the Board's preferred order of alternates. After the Board's decision on the matter, the PC Secretary will transmit the approved list of alternates to the TMRPA Executive Director.

### **FISCAL IMPACT**

Regional Planning Commission members are compensated at a rate of \$80.00 per meeting pursuant to NRS 278.0262(4). The RPC typically meets six times a year, which equates to an annual compensation of \$480 per member. Funds to compensate Washoe County appointed RPC members for scheduled meetings are included as part of the FY 2021-2022 Budget in CSD Planning & Building Admin (105400), Contracted/Temp Services (710110).

### **RECOMMENDATION**

Staff recommends the Board review the list of alternates to the RPC as recommended by the PC and as shown below, and either confirm the recommended order or provide staff with the preferred order of alternates.

#### **RPC alternates:**

First alternate:	Francine Donshick
Second alternate:	Larry Peyton
Third alternate:	Pat Phillips
Fourth alternate:	Michael Flick

### **POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be:

"Move to set the order of alternates to represent the Washoe County Planning Commission (PC) on the Truckee Meadows Regional Planning Commission (RPC) in the event the regularly appointed PC members are unable to serve as follows: First Alternate: Francine Donshick; Second Alternate: Larry Peyton; Third Alternate: Pat Phillips; and Fourth Alternate: Michael Flick (*or such other order as Board decides*). Further, move to direct the Planning Commission Secretary to transmit the list of alternates to the Executive Director of the Truckee Meadows Regional Planning Agency."